



County of Los Angeles Teleworker's Agreement

Telework is working at a location other than a conventional office. This can be either at a home or another location which is less than fifty percent of the normal commute from home to work. Telework is an option that management may choose to make available to qualified employees when a mutually beneficial situation exists. It is **not** a universal employee benefit.

Telework is an alternate work method which may meet the needs of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District Rule 2202. However, employees do not have a "right" to telework and this work option may be terminated by either the employee or the County at any time.

The following conditions for telework must be agreed to by the teleworker and the department (employee's supervisor):

1. The employee agrees to work at the following location:

(Home or alternate work address)

2. The employee will telework _____ day(s) a week, or _____ days a month.

3. The employee's work hours will be as follows:

Day: _____ From: _____ To: _____

4. The employee agrees to complete assignments to be worked on at home or an alternate location by the agreed upon delivery dates. The telemanager (supervisor) will provide the employee with all work assignments.

5. Equipment to be used by the employee at the telework worksite will be agreed to by both the telemanager and the employee. The following equipment is needed to complete work assignments:

6. The telemanager and employee agree to the following arrangement regarding business telephone calls, use of cell phone, use of pager and use of a fax machine:

7. The employee agrees to call the central office to retrieve work related messages at least _____ times per telework day.

8. The employee agrees to "check out" all supplies needed for the work assignments by contacting the appropriate office staff. Out of pocket expenses for supplies regularly available at the County office will not normally be reimbursed, unless approved by the telemanager in advance.

Additional conditions agreed upon by the County (telemanager or supervisor) and the employee are as follows:

TELEWORK STANDARDS

When a Telework assignment is agreed upon, the following standards apply:

1. Telework is entirely voluntary and may be terminated by the employee or the County at any time.
2. The duties, obligations, responsibilities and conditions of a teleworker's employment with the County are unchanged. Employee's salary, retirement, benefits and County-sponsored insurance coverage are unchanged.



3. Teleworkers and their managers are required to be certified at a County Telework Program (CTP) orientation and training, and a department-specific training before Telework begins. Every two years thereafter, teleworkers and telemangers must attend a departmental refresher training course to ensure compliance with CTP requirements and standards.
4. All records, including training, must be kept for a minimum of three years. The certified Employee Transportation Coordinator (ETC) within each department will be responsible for all record keeping associated with Telework.
5. Work hours, overtime compensation and vacation schedule must conform to the County Code, to MOU provisions and to terms otherwise agreed upon by employee and the supervisor.
6. The use of equipment, software, data supplies and furniture, when provided by the County for use at the offsite work location, is limited to authorized persons and for purposes relating to County business only.
7. Employees should designate a work space for installation of equipment to be used in the project. This work space should be maintained in a safe condition, free from hazards and other dangers to employee and equipment.
8. Since the offsite work location shall be considered an extension of the County work space, the County's workers compensation liability for job related accidents will continue to exist during the employee's telework hours.
9. In the event of delay in repair or replacement of equipment or any other circumstances under which it would be impossible for the employee to telework, the employee's department may assign other work or request that they employee move to another location.
10. When County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used. The County will provide for repairs to County equipment.
11. When the employee uses their own equipment, the employee is responsible for maintenance and repair of equipment.
12. The employee remains liable for injuries to third persons or members of employee's family on employee's premises.
13. Requests to work overtime, use sick leave, vacation or other leave must first be approved by the employee's supervisor in the same manner as when working in the regular office.
14. If a teleworker is sick while working at home, the teleworker is required to report the hours worked, and must use sick leave or other accrued time to cover the hours not worked.
15. Employees who telework are required to participate in all studies, inquiries, reports or analysis relating to the CTP. The data collected may be made available to the general public without identification of employees.
16. Employees remain obligated to comply with all County rules, policies, practices and instructions. Violations of these rules, policies, etc. may result in preclusion from Telework or disciplinary action, up to and including termination of employment.
17. Individual tax implications related to the home work space shall be the responsibility of the teleworker. Employees are advised to consult a tax expert.
18. With reasonable notice, the County may make onsite visits to the employee's offsite work location to determine if the place is safe, to ensure there are no hazards, and to maintain, inspect, repair or retrieve County-owned equipment, software, data or supplies.
19. As a Telework employee, I have reviewed the conditions of this Teleworker Agreement, Telework Procedures, and the Telework Standards with my telemanager (supervisor) and agree to the conditions.

Employee

Department Date

County Office Address

Telework (Home) Address

County Telephone Number

Telework (Home) Telephone Number

Telemanager or Supervisor

Department Date

